



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANGER I

\$5,079 - \$6,311

EXECUTIVE OFFICE

**SPECIAL COUNSEL TO THE COMMISSIONER
SACRAMENTO**

RESPONSIBILITIES:

Under the direction of the Deputy Commissioner, Special Counsel to the Commissioner, the Staff Services Manager I (SSMI) is responsible for the day-to-day operations and administrative functions of the Special Counsel to the Commissioner office. The position serves as a working level manager and provides advice and assistance to the Commissioner, Chief Deputy Commissioner, and Deputy Commissioner regarding the most critical, sensitive, complex, and/or controversial issues related to the National Association of Insurance Commissioners (NAIC); advises and assists the Deputy Commissioner in prioritizing rulemaking projects and regulations, and oversees and coordinates all scheduling activities of the NAIC conferences; acts as liaison between the Commissioner and NAIC activities, issues, interests, and NAIC members from other states, organized groups within the insurance industry; assists the Special Counsel to the Commissioner in the development and coordination of task forces and advisory groups. Supervise and direct the activities of the analytical staff and ensure adherence to policies and procedures. Assign and manage workload/workflow, track and review assignments for accuracy, completeness, and timeliness. The incumbent will also be responsible for establishing and managing interdisciplinary teams responsible for implementing policy initiatives; coordinating the activities of the working groups; assisting team leaders; establishing project priorities, assigning tasks, monitoring work progress, and reporting progress to Executive Staff. Occasional travel including potential overnight and out-of-state travel is required.

This is an internal recruitment and limited to current CDI employees only.

DESIRABLE QUALIFICATIONS:

- Knowledge of the insurance industry, California insurance law and the Department's operations and mission are desirable;
- Prior experience working with the National Association of Insurance Commissioners (NAIC)
- Excellent writing and verbal communication skills;
- Excellent interpersonal skills and the ability to establish and maintain cooperative working relationships;
- Experience in working with the public, and high-level elected officials;
- Strong organizational and critical thinking skills;
- Ability to exercise sound judgment and diplomacy in dealing with sensitive and confidential assignments;

03/10/14 NT

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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- Ability to handle multiple assignments efficiently and in a timely manner;
- Ability to create professional work products utilizing computer applications such as Microsoft Word, Excel and Access;
- Ability and willingness to travel.

WHO MAY APPLY:

Applications will be accepted from current CDI employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Staff Services Manager I, PSN # 413-101-4800-xxx" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** **Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3316 or email – Nicole.Terrell@insurance.ca.gov

FINAL FILING DATE: Monday, March 17, 2014, Close of Business (5:00p.m.)

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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